

ATTACHMENT B

REQUIRED CRP DOCUMENTATION LIST

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Because the Comprehensive Resettlement Plan (CRP) is the backbone of delivery of services, applicants agree that the delivery of employability services will be based on a CRP that includes the following:

1. Alien number and a copy of documents used for verification of refugee status needed for eligibility into the program.
2. Date of entry into the U.S. and to the locality if different from the U.S. entry date
3. Name of the sponsoring family or voluntary agency and the responsibilities of the family/voluntary agency in the resettlement of the case as specified in the CRP
4. Nationality
5. List of demographic data, including case member names and the relationship to the case, address of the client, telephone number, etc.
6. Social security number of each case member
7. Documentation of cash assistance utilization and type of assistance
8. The initial assessment of each refugee member of the case, including employability needs, language proficiency, skills re-certification and training needs
9. Contacts and meetings with the refugee to monitor his/her progress in securing a job. This documentation would include contacts with employers to find job opportunities for refugee's and referrals to job sites
10. Follow-ups made after job placement at 30, 60, and 90-day intervals. Documentation would include problems or concerns that arose on the job and what type of intervention was provided to ensure the success of the placement
11. Re-assessments of the refugee's/family self-sufficiency needs
12. Documentation of training and instruction provided, the type of instruction, the hours in instruction, the name of the teacher, and the cost per student
13. The name of mentors/volunteers involved with the case
14. Progress notes of client/service provider contacts in chronological order, dated and signed
15. Evidence of refugee family input